



SECTION: HR  
TOPIC: TRAINING 02  
JT CNCL/LOCAL 65  
FEBRUARY, 2007

## ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: EMPLOYEE TRAINING AND EDUCATION -- JOINT COUNCIL OR LOCAL 65  
SALARY SCHEDULE EMPLOYEES**

Forms Needed:

County Non-Managerial/Professional Employee Training  
or Education Reimbursement Request 014-31-10(8/93)

**RESPONSIBILITY**

**ACTION**

- |                             |  |
|-----------------------------|--|
| Employee                    | 1. Complete the "Employee" section of the County Non-Managerial/Professional Employee Training or Education Reimbursement Request prior to starting a course and route it to the department head.                |
| Appointing Authority        | 2. Recommend approval or non-approval. Complete the "Department Head" section and route it to the Employee Relations Manager prior to the course beginning date.   |
| Employee Relations Division | 3. Approve or deny request. Complete the "Personnel" section and route as indicated.   |
| Employee                    | 4. If denied, the employee may file an appeal with the Director of Administration by filing a written notice of appeal with the Employee Relations Division within ten (10) days of receipt of notice of denial. |
|                             | 5. Submit satisfactory proof of successful completion of course or program to the Employee Relations Division.   |
| Employee Relations Division | 6. Process payment for fee or tuition and route to the Controller.   |
|                             | 7. File documentation of course completion in official personnel file.   |
| Controller                  | 8. Issue and deliver a check to employee as authorized.  |

**END OF PROCEDURE**